C.R.S. IX–5]

Previous references 1922 (me)

File No 55-22

Serial Nos 1–2

Later references

GENERAL AND REVENUE SECRETARIAT.

Serial Nos

Part B for March 23

SUBJECT

Regarding preservation of vouchers pertaining to expenditure in the Cochin Municipality

2 To. The President, Cochin Municipality
" Comptroller to Govt
No C 6667/C 29 3 23

Approves of the Comptroller's Suggestions so far as the vouchers specially mentioned by them are concerned with the observation that in regard to other vouchers they may be specified and orders of Govt. obtained

Printed on the Multigraph

14.3

G R S III—3]

ROUTINE NOTES

[To be used only for notes, requisitions, etc , not intended for permanent record]

921

N[55.12

Letter No. 1083 2.2.23 from the President, Cuddalore City Municipal Council.

Requesting copies of correspondence between his Office and the Engineers regarding the preservation and destruction of the records pertaining to expenditure and requesting necessary orders in the matter, as the question is under the Rural Account transferred to the Municipal.

G O. No 4405-13 Fin(Mis) dt 4-4-23 & Re 27th Jan. 1910, which has been embodied in the Rural Account Manual, as mentioned above, governs the preservation and destruction after certain periods of the Rural and P. W. records in the District and Taluk Offices in the State. But the orders contain no provision

N B—Should routine notes be written on small al pe the notes must be cuped or slips pasted on this form

G R S III—3]

ROUTINE NOTES

[To be used only for notes, requisitions, etc., not intended for permanent record]

for the period of preservation of the vouchers relating to expenditure and in question

G.O. No. A 1356-659 dtd 19.8.1903 governing the period of preservation of Revenue records is also silent in the matter.

Page 137 of the Treasury Local Fund Code contains a list of vouchers to be destroyed after certain periods of their preservation. It is therein laid down that the vouchers relating to establishment bills drawn on the treasury and other bills drawn on the treasury should be preserved for the period of preservation of bills, while T.A. and contingent bills are to be destroyed after 3 years. The Comptroller also states that the same procedure is being followed in his office.

The Comptroller suggests that the expenditure vouchers and the questions may be

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(3)

G R S III—3]

ROUTINE NOTES

[To be used only for notes, requisitions, etc, not intended for permanent record]

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be preserved in Govt Offices for a number of years.

It is not known what items of expenditure are comprised in the term "vouchers pertaining to expenditure" and it is not also clear from the Comptroller's suggestion whether the paid vouchers are to be preserved for 10 years as in the case of Salary bills or for 3 years as in the case of T. A & Contingent bills.

If approved the Comptroller may be consulted on the points noted above.

17.2.48

The President of the Bangalore City Mt. Council may be requested to send an enumeration list of the annual classes of vouchers pertaining to expenditure referred to by him together

N B—Should routine notes be written on small slips the notes must be copied or slips pasted on this form

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G R S III—3]

ROUTINE NOTES

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with his opinion as to the period for which each class of vouchers may be preserved.

Similar information may also be called for from the President of the Bhyoma City Bd at together with information as to the practice prevailing in his office in regard to the destruction of expenditure vouchers.

(Sd) 27.2.25

A draft may be put up after receipt of the Comptroller's explanation in so far as the vouchers specifically referred to by them are concerned and then it may be added that in regard to other vouchers the Hon'ble Minister's orders may be obtained.

Sd 28/2/25

N B—Should routine notes be written on small slips, they must be copied, or else pasted on plain form.

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G R S III—3]

ROUTINE NOTES

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Draft is sent for approval.
7.3.23
9.3.23
(Revised)
5922 10/3
(Second Amendment) W/-10/3/23
10.3.23
17/3
20.3.23
8/2
To Mr Head Draughtsman Mech.
Comptroller
W-L 6666-7 dt 23.3.23
Officers of the Comptroller's Office
to fix the bonuses specially
mentioned by him as concerned
with the observation that in regard
to other bonuses they may be
specified and arrange for such obtained.
B.

N B —Should routine notes be written on small slips the notes must be copied or slips pasted on this form

G R S III—3]

ROUTINE NOTES

[To be used only for notes, requisitions, etc., not intended for permanent record.]

N B--Should routine notes be written on small slips the notes must be copied, or slips pasted on this form.

OFFICE OF THE CITY MUNICIPAL COUNCIL,

Bangalore City, dated 2nd February 1923.

From

Ananda Rao S Sirsi, Esq, B.A, LL B,

President, City Municipal Council,

BANGALORE.

To

T.E. Jeyaram Iyer, Esq, B A, B L,

Secretary to the Government of

His Highness the Maharaja of Mysore,

Revenue Department, Bangalore.

Sir,

I have the honor to forward herewith copies of correspondence between this office and the Comptroller to the Government regarding the preservation and destruction of the vouchers pertaining to expenditure and to request that necessary orders may kindly be obtained, as no mention is made in the Municipal Account Manual in the matter.

I have the honor to be,

Sir,

Your most obedient servant,

President.

N R.

Copy of letter No T 735 dated 10-11-1922 from the President City Municipal Council, Bangalore, to the Comptroller to the Government of His Highness the Maharaja of Mysore, Bangalore.

"I have the honor to state that since the introduction of the Local Audit System, the vouchers relating to the Expenditure are kept in the office since 1910-11 and no mention is made in the Municipal Account Manual about their preservation or destruction.

I request you to be so good as to let me know the period uptowhich these papers should be preserved "

Copy of letter No L A D 241 dated 29th November 1922 from the Comptroller to the Government of His Highness the Maharaja of Mysore, to the Pfesident, City Municipal Council, Bangalore

"With reference to your letter No 735 dated 10th October 1922 asking me to intimate the period up to which the vouchers pertaining to expenditure should be preserved, I have the honor to state that as per departmental orders, vouchers pertaining to Salary, Advances, Deposits, are now being destroyed after ten years, while those relating to contingencies and Travelling --- Allowances are destroyed after three years in this office, and to request that you will be so good as to obtain sanction of --- Government for preserving the vouchers in Municipal Offices for a similar period "

"C O P Y"

~~President~~,

City Municipal Council,

B a n g a l o r e

D N R

G R S VI G 34]

SUBJECT 203

Diary No of letter replied to C 3998

General and Revenue Secretariat

(RL)

, the 192

Date of issue 29. 3. 23

Signed by

May this be

i Printed ?

ii treated as a standing order ?

iii published in the Gazette, English Part ?

iv translated ?

v placed at the disposal of the press ?

vi published in the Gazette, Kannada Part ?

Section RL

File No 55-22

Serial No 2

Proceedings of the Government of His Highness the Maharaja of Mysore

Read—

letter no 1003 dtd 21 Feb 1923 from the President, Executive Legislative Council, forwarding copies of correspondence between the Chief and the Secretary to Govt regarding the preservation and distribution of the questions for framing the estimates and regarding early orders on the working of the Order-in-Council as to the working of the Rules in the Council Secretariat Manual

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Order No L 6666-67

Dated the copies of Rules

As Comptroller received from the President, it is seen that the Comptroller has stated that the Departmental views, whether pertaining to Salary, Appointments are not being changed after two years, while those relating to Conveyances and travelling allowances are changed after three years in his office and the suggestion that cannot be may be pressed in Rural Offices for a number period.

But we plead to withdraw the suggestions of the Comptroller in so far as the matters specifically referred to by them are concerned with the exception that in respect of other matters, they may be specified and may be obtained in regard to the period of their presentation.

List of enclosures

Copied by

Examined by

To The President, Bungalow Cess
Rural Council

Comptroller.

7 3 23

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